

## **Instructions for the Request for Payment of Honorarium to Guest Lecturer Form**

### **Purpose:**

- Used to secure approval to pay an Honorarium for the services of a guest lecturer and authorize payment for the services and travel expenses by the Department of Children and Family Services (DCFS).

### **Preparation:**

- All fields of the form must be completed and legible.
- Honorarium and travel expenses must be itemized separately.
- IRS W-9 form must be attached.
- Form PMF-108 must be completed along with the approved Request for Payment of Honorarium to Guest Lecturer Form, IRS W-9 Form and the DCFS PMF 110 Form, Travel expense Account (TE) form are required for payment processing.

### **Disposition:**

- Original form is kept in the local office.
- After services have been rendered, document copies shall be submitted to the DCFS Fiscal Services Section for payment processing.

### **Retention:**

- Retain form(s) per the [DCFS Policy 6-02, Retention of Departmental Records](#).